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## I. INTRODUCTION

This handbook was prepared as a quick reference for employees to assist them in gaining an understanding of the terms of their appointment, work environment, pay, benefits, career advancement and employee programs. The intent of the handbook is to provide an informative summary of the various topics. To obtain more detailed information, contact your personnel manager or supervisor. The following are chief sources of further information related to your employment at Ames:

- **Ames Telephone Directory**. Each telephone should have a copy of the latest telephone directory nearby. Emergency numbers are located inside the front cover. The Directory provides an alphabetical listing of Center personnel and organizations and the directory includes a map of Ames.
- **Internet Web Sites**. Nearly all official policies, manuals, handbooks, instructions and procedures for administrative and management matters, including human resource administration, pay, leave, benefits and security may be accessed online. Hard copies of material can be obtained from the office or individual assigned responsibility for the subject matter. The following is a partial list of Web sites for locating information concerning official policies and procedures:

### Human Resources

<http://hr.arc.nasa.gov>

<http://128.102.84.6/Directives/Catalogs/OrgJHCat.html>

<http://huminfo.arc.nasa.gov/RulesRegs.html>

### Pay and Leave

<http://128.102.84.6/Directives/AHBs/AHB3600.1.html>

### Safety

<http://128.102.84.6/Directives/Catalogs/OrgDQCcat.html>

### Personal and Physical Security

<http://128.102.84.6/Directives/Catalogs/OrgJPCat.html>

### ISO 9000

<http://dqa.arc.nasa.gov/iso9000/ISO.html>

### Computer Security

<http://128.102.84.6/Directives/Catalogs/OrgIICat.html>

### Equal Opportunity Programs

<http://128.102.84.6/Directives/Catalogs/OrgDECat.html>

<http://ccf.arc.nasa.gov/de/index.html>

### Ames Directives Management Systems (Many Management Directives may be found at this site)

<http://server-mpo.arc.nasa.gov/Directives/ADMSServices.html>



- **Your Supervisor.** Asking your supervisor for assistance will help establish a good working relationship.
- **Your Personnel Manager.** Your Personnel Manager is a good source for information, advice, and assistance on matters requiring specialized knowledge of personnel policies, regulations, and procedures. A Personnel Manager is assigned to each major Center organization, as listed in the telephone directory.

## **NATIONAL AERONAUTICS AND SPACE ADMINISTRATION (NASA)**

NASA was established by Congress in 1958 to provide leadership for this country's aeronautics and space programs. Existing research facilities of the National Advisory Committee for Aeronautics (NACA) were brought under the direction of the NASA Administrator, whose office and staff are located in Washington, D.C.. NASA Headquarters provides program guidance, objectives and evaluation for NASA facilities and laboratories.

### **VISION**

NASA is an investment in America's future. As explorers, pioneers, and innovators, we boldly expand frontiers in air and space to inspire and serve America and to benefit the quality of life on Earth.

### **MISSION**

#### **It is NASA's mission to:**

- Advance and communicate scientific knowledge and understanding of the Earth, the Solar System, and the Universe and use the environment of space for research.
- Explore, use, and enable the development of space for human enterprise.
- Research, develop, verify, and transfer advanced aeronautics, space, and related technologies:

#### **In fulfilling its mission, NASA contributes to America's goals in:**

- **Increasing Understanding of Science and Technology.** We will communicate widely the content, relevancy, and excitement of our missions and discoveries to inspire and increase understanding and the broad application of science and technology.
- **Sustainable Development of the Environment.** We study the Earth as a planet and as a system to understand global change, enabling the world to address environmental issues.
- **Educational Excellence.** We involve the educational community in our endeavors to inspire America's students, create learning opportunities, and enlighten inquisitive minds.
- **Peaceful Exploration and Discovery.** We explore the Universe to enrich human life by stimulating intellectual curiosity, opening new worlds of opportunity, and uniting nations of the world in this quest.
- **Economic Growth and Security.** We develop technology in partnership with industry, academia, and other Federal agencies to support the fullest commercial use of space to promote economic growth and keep America capable and competitive.



## **AMES RESEARCH CENTER**

Ames Research Center, is a field installation of the National Aeronautics and Space Administration (NASA). The Center provides vital research and technology for the United States space program, aeronautics industry, and national security. Founded in 1939 as an aircraft research laboratory by the National Advisory Committee on Aeronautics (NACA) it was NACA's second laboratory. In 1958, Ames became part of NASA along with other NACA installations.

Ames is the NASA designated Center of Excellence for Information Technology and has Agency lead mission responsibility for Aviation Operations Systems and Astrobiology. Ames Research Center also has Lead Center program roles in Rotorcraft Technology, High Performance Computing and Communications, Gravitational Biology and Ecology, Supercomputer Consolidation, Simulators and Aeronautics Computers. Ames is home to three national wind tunnel complexes, including the world's largest; several advanced flight simulators; a variety of supercomputers, including some of the world's fastest; a suite of centrifuges that serve as a national resource; and several unique aircraft used for as flying scientific laboratories. Ames has a wide variety of other facilities for life, earth and space science research.

### **Center of Excellence**

Ames has been designate as the Center of Excellence for Information Technology and is tasked to pioneer and lead in the research and development of information technologies to support NASA's aeronautics and space enterprises and missions. Information Technology may be defined as the use of advanced computing systems to analyze data, transforming it into knowledge that can be displayed in visual, virtual and multimedia environments to aid in the scientific decision making process. Information Technology at Ames encompasses research in computer modeling and simulation, database and information management, high performance computing, networking and storage, software technology, smart sensor systems, artificial intelligence and human factors. All Agency technical activities including the following Ames missions and program roles will collaborate in, contribute to and be beneficiaries of the Center's research in Information Technology.

### **Lead Center Missions**

#### **Aviation Operations Systems**

Within the NASA strategic vision for aeronautics Ames has been assigned responsibility for Aviation Operation Systems. Ames goals in this area include the integration of emerging ground and airborne technologies with advanced operational procedures and training methods to improve the productivity and safety of air transport management. An objective will be to develop and provide a full spectrum of tools, methods, and expertise in human factors to optimize human performance in advanced aviation operations.

Databases on human performance in aviation operations will be expanded and used to identify and examine emerging operational concerns. Understanding of the operational impact of crew factors, such as fatigue, will be broadened by developing better performance measures. Research on training and communication will lay the foundation for the integration of flight crews, controllers and advanced automation to maintain safety and increase productivity.



## **Astrobiology**

Astrobiology is defined as the study of the living universe. It includes topics dealing with the origin and distribution of life, the role of gravity on living systems and the Earth's atmosphere and ecosystems. Ames has the designated lead mission role in astrobiology within NASA. Ames maintains a vital program in research and technology development in all of the major areas of Astrobiology and is the major employer within NASA of biological and origins scientists. Ames has been a leader in exobiology, the study of the origin of life. Ames also leads in using infrared observation technology to probe the complex chemistry of stars and planets and operating unique airborne facilities such as SOFIA (the Stratospheric Observatory for Infrared Astronomy). Ames provides access to space for life-science microgravity experiments on the Shuttle, Mir and the planned International Space Station. Ames' scientists lead in the study of atmospheric physics and chemistry of the Earth and other planets and ways in which human and industrial activities are altering the Earth's environment.

## **Lead Center Program Roles**

Ames Research Center is the lead Center for several Aeronautics, Space and Facilities programs. Currently Ames has been assigned program roles in Aviation Operations Systems, Rotorcraft Technology, Information Technology, High Performance Computing and Communications, Gravitational Biology and Ecology, Supercomputer Consolidation, Simulators and Aeronautics Computations.

Other recognized Ames strengths include the creation of aeronautics related design and development tools including advanced wind tunnel testing and research that spans computation through flight for high performance aircraft. Ames is also responsible for project development and management with the Lunar Prospector being a prime example. The Center's rich research mix includes the development of thermal protection systems that are critical for future access to space and planetary atmospheric entry vehicles

Approximately 1500 federal employees and over 2000 contractor personnel are employed at Ames. In addition approximately 500 university and high school students, post doctoral fellows and university faculty members work at the Center. The Center occupies about 430 acres of land and serves as host to a number of other federal and civilian organizations on the adjoining 1500 acre former naval air station now named the Moffett Federal Airfield.

In addition to the work being performed at the Center's California location, Ames also manages the activities of the Agency Software Independent Verification and Validation (IV&V) facility located in Fairmont, West Virginia. This facility is staffed by a core group of federal employees and approximately 100 contractor personnel and has the role of maintaining the success of the NASA mission by minimizing risks in increasingly complex software systems.

**The Aeroflightdynamics Directorate (AFDD), US Army Aviation and Troop Command** is located at Ames. The Aeroflightdynamics Directorate conducts basic and experimental research in rotorcraft dynamics and flight controls.



## **OTHER NASA CENTERS**

### **Including Their Role and Responsibilities in Support of The NASA Enterprises**

**Dryden Flight Research Center.** Edwards, California, provides flight testing for advanced aircraft.

**Goddard Space Flight Center.** Greenbelt, Maryland, conducts research and development related to Earth Systems Sciences, Physics and Astronomy.

**George C. Marshall Space Flight Center.** Huntsville, Alabama provides the design and testing of space transportation systems and conducts Micro-gravity research.

**John F. Kennedy Space Center.** Cape Canaveral, Florida, is NASA's major launch facility for the Space Shuttle and other Spacecraft.

**Langley Research Center.** Hampton, Virginia, provides research and development in atmospheric science and airframe systems.

**Glenn Research Center.** Cleveland, Ohio, plays a critical role in research and development associated with aeropropulsion.

**Lyndon B. Johnson Space Center.** Houston, Texas, the selection and training of astronauts and crew members, human space exploration and the development of astro materials.

**John C. Stennis Space Center.** Mississippi, supports rocket propulsion testing and the development of commercial remote sensing.

**Jet Propulsion Laboratory.** Pasadena, California, managed for NASA by the California Institute of Technology, provides direction for planetary science and exploration, and research and development of instrument technology.

The Home Pages for all NASA Centers and other NASA related information can be accessed on the Web at [http://www.nasa.gov/hqpao/nasa\\_centers.html](http://www.nasa.gov/hqpao/nasa_centers.html)



## **II. EMPLOYMENT INFORMATION**

### **PAY**

Ames Research Center employees are paid biweekly, normally 26 times a year. An employee will receive the first paycheck approximately two to three weeks after entering on duty, depending on whether the starting date falls at the beginning or the middle of a pay period. The paychecks will be electronically forwarded to a financial institution for direct deposit into an employee's account. Each pay period, employees receive an "Earnings & Leave Statement," which itemizes salary, deductions, and leave status.

The following mandatory deductions are made:

1. Federal Income Tax
2. Medicare Tax
3. State Income Tax
4. Retirement - Federal Employees Retirement System (FERS) and Social Security or Civil Service Retirement System (CSRS).

In addition, deductions may be authorized for:

1. Savings Bonds
2. Federal Employees' Group Life Insurance
3. Federal Employees' Health Benefits
4. Dues to Employee Organizations
5. Deposits to Financial Institutions (no more than two allotments)
6. Combined Federal Campaign
7. Thrift Savings Plan - tax deferred savings plan for Federal employees.

The Benefits Counselor and/or the Payroll Office have further information about these items. In addition, for any question relating to Pay, the primary reference document is Ames Handbook AHB 3600.1 titled "Pay and Leave".. The handbook is available in hard copy in most Branch and Division offices and may be located on the Web at: <http://128.102.84.6/Directives/AHBs/AHB3600.1.html>

### **PERFORMANCE APPRAISAL**

NASA has two performance appraisal systems. One for Senior Executive Service (SES) employees and a separate system for all other employees. These systems provide an important vehicle for communication between employee and supervisor and for making a variety of performance based decisions. Unless you are a member of the Senior Executive Service you will be covered by the Employee Performance Communication System (EPCS). Communication is the primary objective of the EPCS. Supervisors and employees must understand what work is to be accomplished, how it will be accomplished, how work is progressing toward desired results, and ultimately, whether the performance has achieved the requirements. The EPCS plan is detailed in "Partners in Communication", the EPCS User's Handbook dated October 1996. Copies may be obtained from your Personnel Manager and the material may be viewed at the Human Resources Web Site <http://hr.arc.nasa.gov>



## POSITION DESCRIPTIONS

Each employee of Ames Research Center should have a copy of his or her formal, written position description provided by the supervisor. Besides showing the title, grade, and organizational assignment, it outlines the major duties of the position, the guidelines available for performing the work, and the qualifications required to perform the work. The work described in an employee position description should support the documentation associated with the Employee Performance Communication System.

## PROBATION

All Career-Conditional employees are required to serve a one-year probationary period if they have not previously served one. In rare circumstances Career employees also serve a one-year probationary period. During this time their performance is evaluated. Probation does not apply to temporary employees. Employees with Term appointments serve a one year "Trial" period. In addition, each supervisory/managerial employee is required to complete a supervisory/managerial probationary period of one year.

## HOURS OF DUTY

Chapter 1 titled "Hours of Duty" of the "Pay And Leave Handbook" (AHB 3600.1) covers the subject in detail and is the primary reference document for this subject. Each employee is responsible for establishing, with supervisory approval, a basic work schedule which sets arrival, lunch, and departure times. Hours of duty for employees on swing and night shifts are scheduled by supervisors. Work schedules remain fixed until officially changed.

AHB 3600.1 may be accessed on the Web at <http://128.102.84.6/Directives/AHBs/AHB3600.1.html>. A hard copy may be obtained from your Branch or Division Office.

## WORK SCHEDULE TYPES

A. **Regular** - A "regular" schedule consists of the 40-hour basic workweek scheduled as five 8 hour days, Monday through Friday, on one of the officially established shifts. Each 8 hour day includes a non-paid 30-minute "lunch" period.

B. **Alternative Work Schedule** - The "alternative" category is further subdivided into options:

**5-4/9 Compressed** - A "compressed" schedule consists of eight 9-hour days and one 8-hour day and one day off, excluding Saturdays and Sundays, in a single two-week pay period. Each workday must have predetermined starting and quitting times, and a predetermined non-paid "lunch" period of 30 to 60 minutes. Starting times must fall between 6:00 a.m. and 8:30 a.m. and quitting times must fall between 3:30 p.m. and 6:00 p.m.



**4-10 Compressed Schedule** - Employees works four 10 hour days per week. For the day shift work days begin between 6:00 a.m. and 7:30 a.m. One non-work day per week is scheduled with supervisor's approval.

**Flexible** - A "flexible" schedule consists of five 8-hour days, Monday through Friday, with predetermined starting and quitting times within 1 hour of the officially established shifts (supervisory employees must start between 7:00 a.m. and 9:00 a.m.) The "tour" must also include a predetermined 30 to 60 minute non-paid "lunch" period. Within the context of the flexible schedule a First 40 hours is available. This is the basic workweek without the requirement for specific days and hours. First 40 can be authorized only when it is not possible to establish a regular schedule of definite hours.

C. **Special Tour of Duty**- Any tour of duty not fitting one of the above definitions is considered "special" and requires approval of both your Division Chief and the Chief, Human Resources.

D. **Part-Time** – Part-time employees may work appropriately-scaled versions of any of the schedules listed above.

E. **FlexiPlace** - Limited to employees whose primary duties can be performed from home. Employees work away from the office with supervisory approval one or two days per week. Tours of duty parallel those in the office.

F. **Overtime** - Overtime regulations and terminology are too complex to allow more than a brief discussion in this Handbook. The "Pay and Leave" Handbook (AHB 3600.1) Chapter 13 must be consulted before determining any employee's overtime status. Overtime must be officially ordered and approved by appropriate supervisors or management officials.

The basic workweek consists of 40 hours within the administrative workweek ( usually five 8-hour days, Monday through Friday). For an employee on this type of schedule, overtime is work either in excess of 8 hours in a day or in excess of 40 hours in an administrative workweek. For an employee on an Alternate Work Schedule only the hours in excess of the scheduled tour of duty in an administrative workweek is considered overtime.

The Fair Labor Standards Act (FLSA) provides minimum standards for overtime entitlements. Employees who are nonexempt (covered by the Act) are entitled to one and one-half-times their basic pay for all overtime worked regardless of grade level. Employees who are exempt (not covered by the act) and have a basic rate of pay at or below the rate of GS-10, step 1 are entitled to one and one-half times their basic pay for all overtime worked. Employees who are exempt and have a basic rate of pay above the rate of GS-10, step 1 are entitled to one and one-half times the rate of a GS-10, step 1 for all overtime worked.

An employee is "exempt"(not covered by the FLSA) if he/she is an executive, administrator, or professional employee. This includes almost all professional and administrative employees assigned to NASA codes 200, 600, 700, and 900. WS (wage grade supervisor) employees in NASA code 100 and GS-12 technicians in NASA code 300 are also typically "exempt." Nonexempt" employees are all nonsupervisory wage grade employees assigned to NASA code 100; technicians, GS-11 and below assigned to NASA code 300; and clerical and administrative technician employees assigned to NASA code 500. Further information on "exempt" versus "nonexempt" determinations may be found in AHB 3600.1 or from your Personnel Manager. Also an employees Exempt/Nonexempt status is shown in Item 35 of the "Notice of Personnel Action", Standard Form 50 which every employee receives. Employees are eligible to receive compensatory time off in lieu of overtime.



## CHANGES TO WORK SCHEDULES

Work schedules should be relatively constant and changes kept to a minimum. Schedule changes must be approved by a supervisor.

## CREDIT HOURS

Supervisors and management officials (excluding Senior Executive Service members) may earn credit hours. Credit hours are hours worked in addition to the scheduled hours. This work is performed at the supervisor's option and the time worked may be taken off at a later date. A maximum of 24 credit hours may be carried forward to a new pay period.

## DOCUMENT REQUIREMENTS

Each employee, regardless of schedule type, must record his/her permanent work schedule on an ARC 351. Temporary changes must be recorded on an ARC 351a. These forms are to be maintained by the employee's timekeeper. Each unit has a designated timekeeper. It is the employees' responsibility to find out where to turn in appropriate documentation.

All documentation associated with hours of duty must show hours actually worked.

With the potential for so many different work schedules, employees and timekeepers must take special care to ensure that the proper information is recorded. Errors can easily occur in recording hours. If you notice any error in the number of hours worked or any other time keeping information, notify your timekeeper immediately.

## **LEAVE**

Leave is another subject that is described in detail in AHB 3600.1 titled "Pay and Leave Handbook" which may be located on the Web at the address noted above. A summary of the subject is provided here for quick reference only.

### Annual Leave

This leave is provided to allow employees time off with pay for vacation and other personal reasons. Permanent employees earn annual leave according to the number of years (civil service plus military service) they have been in the Federal service: 4 hours per pay period for the first three years of service, 6 hours per pay period for three to fifteen years of service, and 8 hours per pay period over 15 years. Annual leave is available for use as soon as it is credited to the employee's leave account. The annual leave balance available to an employee is shown on the Earnings and Leave Statement issued biweekly. For most employees, up to 240 hours of annual leave may be carried over from one year to the next. Employees in the Senior Executive Service may carry 720 hours from one leave year to the next. Leave that is forfeited because it exceeds the amount that can be carried over may be restored under special circumstances.

Both temporary and term employees also earn leave based on their Federal service but the conditions of crediting may be different than for permanent employees and should be reviewed in AHB 3600.1.

### Sick Leave



Sick leave is intended to be used for illness or non-work related injuries serious enough to keep the employee away from work and for appointments with doctors, dentists, or opticians. Supervisors should be notified in advance of medical appointments. Sick leave is earned at the rate of 4 hours per pay period. Supervisors should be notified in advance of medical appointments. An employee who is absent because of illness must notify his or her supervisor during the first two scheduled hours of work or the first day of absence. The employee must also furnish an estimate of the probable duration of the illness, if possible, and keep his or her supervisor informed subsequently regarding any change in the estimate. An employee returning to duty after a non-work-related or illness that involved an absence from work in excess of five days must report to the Health Unit prior to returning to work for certification of fitness for duty.

Up to 30 days of sick leave may be advanced to an employee in cases of serious disability or ailment.

Sick leave that is not used accumulates without limit and provides financial protection for employees against prolonged illness. Depending on the retirement system you are covered by there may be differences in the effect of unused sick leave on retirement. See your Benefits Counselor for more information on how it affects you. The sick leave balance available to an employee is shown on the Earnings and Leave Statement issued biweekly.

### **Leave for Parental and Family Responsibilities**

By and large, Ames has a liberal practice of allowing employees to take time off to attend to their parental and family responsibilities. Supervisors are encouraged to be flexible in approving leave for their employees under current leave policies. Employees also have a responsibility to communicate their needs far enough in advance so that necessary staffing adjustments may be planned.

Leave (that is annual leave, sick leave, or leave without pay as appropriate) may be approved for the birth of a child, child care, adoption and foster care, and for other parental and family responsibilities. Special efforts will be made to accommodate leave associated with parental and family responsibilities. Both the **Family and Medical Leave Act (FMLA)** and the **Family Friendly Leave Act (FFLA)** fall in this category and provide flexible leave benefits to assist employees with obligations to the Family.

### **Other Leave**

Other than annual or sick leave, employees may request an excused absence from work for a variety of other circumstances. The applicable Ames policies and procedures are detailed in the “Pay and Leave Handbook” (AHB 3600.1)

Leave for Religious Observances  
Military Leave  
Court Leave  
Leave Without Pay

As with annual and sick leave, any absences from work during scheduled work hours require the approval of the employee's supervisor.

### **Absence Without Leave (AWOL)**



Whenever an employee is absent from duty without leave having been requested and granted, the absence may be considered absence without leave (AWOL). When the employee returns to duty, he/she will be asked by his/her branch chief or higher to state the reasons for absence. Justification for the absence will be approved or disapproved by the branch chief. If disapproved, the absence will be charged as absence without leave and the employee may be subject to disciplinary action. When considered AWOL, the employee is in a nonpay status. If the reason for the absence can be justified and considered excusable, the AWOL may be changed to the appropriate leave category.

Supervisors should consider that commute conditions, vehicle problems or other conditions may involve occasional tardiness which could support excused absences. These situations should be kept separate from frequent, unsupported periods of tardiness that may be considered to be absence without leave (AWOL) and also the basis for disciplinary action.

### **Voluntary Leave Transfer Program**

The Voluntary Leave Transfer Program allows government employees to donate accrued annual leave to other government employees who are experiencing financial hardship due to a personal medical emergency or a family medical emergency. An employee who has exhausted his/her appropriate leave due to a medical emergency, and who expects to be absent from duty for a period of time which will result in a substantial loss of income, may apply to become a leave recipient. Once an employee has been approved as a leave recipient, other employees may voluntarily donate annual leave to the recipient's account. This leave will be used as needed by the recipient until the medical emergency has terminated. Specific information regarding the Voluntary Leave Transfer Program may be obtained by contacting the number listed for the program in the telephone directory under Human Resources.

### **HOLIDAYS**

The following are paid holidays for Federal employees:

New Year's Day, January 1  
Martin Luther Kings, JR's Birthday, third Monday in January  
President's Day, third Monday in February  
Memorial Day, last Monday in May  
Independence Day, July 4  
Labor Day, first Monday in September  
Columbus Day, second Monday in October  
Veterans Day, November 11  
Thanksgiving Day, fourth Thursday in November  
Christmas Day, December 25

For details on how holidays are treated for the various work schedules (Standard, Compressed etc.) please see Chapter 12 "Holiday Pay and Holiday Work" in the Pay and Leave Handbook (AHB 3600.1).



Employees may engage in outside employment and other activity that is determined to be free of any conflict of interest with regard to their Government employment. Requests for approval of outside employment are to be submitted on ARC Form 214, "Request for Approval of Outside Employment," through channels to the Human Resources Division.

Hobbies, sports, or cultural activities do not require approval unless there are actual or apparent conflicts with the employee's official duties. The principal reference for this issue is the "Standards of Ethical Conduct for Employees of the Executive Branch". Questions may also be directed to the Office of the Chief Counsel (Code DL).

## **COMPETITIVE PLACEMENT PLAN**

The purpose of the Competitive Placement Plan is to ensure selection for reassignment or promotion through competitive procedures from among the best qualified persons available. Vacancies are filled on the basis of merit, fitness, and qualifications, without regard to political, religious, labor organization affiliation or non-affiliation, marital status, race, color, sex, national origin, non-disqualifying physical or mental disability, or age. This plan does not guarantee promotion, but rather is intended to ensure that all qualified employees receive fair and equitable consideration for positions filled under competitive procedures.

Announcing a vacancy under competitive placement procedures is only one method of locating candidates for a position. At the option of management, a vacancy may be filled by promotion, demotion, noncompetitive conversion, reassignment, transfer, reinstatement, or appointment from an Office of Personnel Management (OPM) examination. Candidates may be considered concurrently or consecutively from any or all appropriate sources. Subject to applicable law and regulations, final selection of an individual to fill a position is the decision of management, as is the decision as to the method to be used in identifying candidates.

Vacancy announcements (Job Announcements) are posted on most bulletin boards in buildings throughout the Center and on the Web at <http://hr.arc.nasa.gov>. Vacancy announcements, listings, and selections are published in the Career Opportunities Bulletin, distributed to the staff on a biweekly basis.

The Plan may be accessed on the Web at <http://huminfo.arc.nasa.gov/RulesRegs.html>

## **PROMOTION**

There are several avenues for promotional opportunity at Ames: (1) competitive announcement—qualified applicants compete for a vacancy which has been announced; (2) "career" promotion, without competition—position has already been filled, through competitive procedures, at a grade below the highest grade of the position, and employees are eligible for promotion, through intermediate grades, to the full performance level of the position; (3) reclassification—when the duties of a position have evolved in such a way that reclassification to a higher grade may be warranted. All promotions are subject to regulatory requirements such as qualification and position classification standards.

Specific information on the full performance grade of a position is available from your supervisor or personnel manager. Career promotion actions are initiated by the supervisor under the provisions of the Ames Personnel Board System or through "memo" promotions where board review is not required.



Reference Ames Management Instruction (AMI 3260.2) for details. AMI 3260.2 may be viewed on the Web at <http://server-mpo.arc.nasa.gov/Directives/AMIs/AMI3260.2.html>

## **WITHIN-GRADE INCREASES**

### **General Schedule (GS) Positions**

The General Schedule (GS) classification system is comprised of positions such as engineers, technicians, contract specialists, secretaries, biologists, etc. There are 15 grades in the GS system. Within the General Schedule, each grade has ten salary steps through which the employee, upon recommendation of the supervisor, progressively advances after working at a lower step in the same grade for a certain period of time. To be eligible for recommendation for a within-grade increase to steps 2, 3, and 4, the employee must have served one year in the next lower step; to steps 5, 6, and 7, the employee must have served two years in the next lower step; and to steps 8, 9, and 10, the employee must have served three years in the next lower step. Within grade increases are not automatically granted; they depend upon certification by the supervisor that an employee is performing at an "acceptable level of competence." An acceptable level of competence is achieved when the employee "meets or exceeds" the performance expectations established by the "The NASA Employee Performance Communication System" plan developed between the employee and his or her supervisor.

### **Federal Wage System (FWS) Positions**

The Federal Wage System (FWS) classification system is comprised of positions such as wind tunnel mechanics, electronics mechanics, model makers, electricians, etc. In the Federal Wage System, WG, WL, and WS employees have five steps for each grade through which the employee progressively advances after working at a lower step in the same grade for a certain period of time. To advance to the next step, a rating of "Meets or Exceeds" must be achieved under the NASA Employee Performance Communication System. The employee must serve 26 weeks between steps 1 and 2; 78 weeks between steps 2 and 3; and 104 weeks between steps 3 and 4, and steps 4 and 5.

### **Senior Executive Service (SES)**

The Senior Executive Service (SES) covers positions such as Center Director, Deputy Director, Organizational Directors, and other top managerial and supervisory positions. There are no grades in the SES - there are six levels with different rates of pay for each level.

## **POLITICAL ACTIVITY**

The law generally permits Federal employees to engage in a wide array of political activities. Some restrictions do however exist but these are usually obvious such as being a candidate for public office in a partisan election or engaging in political activity at the work site.

For specific information on permissible and prohibited activities, contact your Personnel Manager. The Human Resources Division also posts related memorandums and "Personnel Bulletins" on this and other subjects on the Web at <http://huminfo.arc.nasa.gov/RulesRegs.html>. Personnel Bulletin 96/03 dated June 10, 1996 is located on the Web and provides a good description of "Political Do's and Don'ts".

## **ACCEPTANCE OF GIFTS OR GRATUITIES**



Employees are cautioned against accepting anything of monetary value from persons or firms doing or seeking business with NASA. Regulations specify and restrict conditions under which such items as food, entertainment, accommodations, transportation, or loans may or may not be accepted from private companies, individuals, or associations.

These restrictions do not affect the long standing rule which permits acceptance of unsolicited advertising or promotional materials, such as pens, pencils, note pads, calendars, or other items of similar value.

When employees receive gifts or gratuities that are prohibited, steps should be taken to return them to the donor or pay the donor the market value of the tangible gift. If return is not practical (such as in the case of a perishable item), the gift should be turned over to an appropriate charity, or destroyed. You will learn more about this subject at periodic federally mandated "Ethics" training. If you have any questions you should reference a booklet prepared by the United States Office of Government Ethics titled "Standards of Ethical Conduct for Employees of The Executive Branch".. Your Personnel Manager should be able to assist you with locating this document.

## **DISCIPLINE**

Unauthorized absence, insubordination, misconduct, negligence, failure to follow safety or security regulations, and theft or misuse of government property are among the offenses for which disciplinary action may be required. Official actions taken as a result of such offenses include oral or written reprimands, formal suspension from duty without pay, or removal from Federal service.

## **SAFETY AND HEALTH**

Ames places a high priority upon conducting its operations in a manner to minimize the risk of personal injury and property damage. That policy requires a firm commitment by all employees to safe work practices. The Safety, Environmental and Mission Assurance Office was established to assist in the development of those safe work practices and is available to all employees who have questions regarding safety and health matters. Each Ames facility has an assigned Facility Safety Representative and Alternate. These individuals, in conjunction with your job supervisor, assist in familiarizing you with particular workplace hazards, safety policies, and programs applicable to your work areas. Your supervisor has a copy of the Ames' Health and Safety Manual available for your review. You may also access the Safety Manual and other Safety related documents at Web site <http://128.102.84.6/Directives/Catalogs/OrgDQCat.html>

## **UNION MEMBERSHIP**

Each Federal employee has the right, freely and without fear of penalty or reprisal, to form, join, and assist a labor organization or to refrain from such activity and each employee shall be protected in the exercise of this right. The right to assist the labor organization extends to participating in the management of the organization and acting for the organization in the capacity of an organizational representative.

Employees who are supervisors or other management officials may belong to a labor organization, but they may not represent the organization or participate in the management of it. Supervisors or managers are not included in a unit for which a labor organization holds exclusive recognition.



-All Wage Grade employees, except supervisors, and certain Wage Grade employees in the Advanced Composites and Metals Development Branch.

-All General Schedule professional and nonprofessional employees excluding supervisors and management officials, confidential employees, employees engaged in Federal personnel work in other than a purely clerical capacity and employees engaged in investigative or security work.

The employees in the NFFE bargaining unit are covered by a written agreement. A copy is available on the Web at <http://huminfo.arc.nasa.gov:80/union/union.html>.. A copy may also be obtained from the Human Resources Division.

## **INDIVIDUAL RESPONSIBILITY FOR GOVERNMENT PROPERTY**

Each employee is responsible for Government property as set forth in Standards of Ethical Conduct for Employees of the Executive Branch. This includes:

- The proper use, care, and protection of all Government equipment under the individual's custody and control. A government employee may be subject to disciplinary action for any loss, damage, or destruction of government property resulting from the employee's negligence, misuse, dishonesty, or wanton and willful misconduct. Taking disciplinary action does not prevent the government, in appropriate situations, from enforcing other remedies which may be available to it, such as asserting a claim against the employee. If such action is deemed warranted, the installation Chief Counsel will provide guidance. If disciplinary action is recommended, the matter will be referred to the employee's supervisor who should contact the Human Resources Division for guidance. An employee will not be held liable for the loss, damage, or destruction of property resulting from the employee's performing or failing to perform an action because of a reasonable error in judgment or because of a physical limitation.
- Notifying the supervisor of record, the appropriate Property Custodian, and the installation Security Officer immediately if theft of Government property is suspected.
- Ensuring that equipment is used only in the conduct of official business.
- Identifying equipment not being actively used in pursuit of approved NASA programs and projects.
- Ensuring that equipment is turned in to the Property Disposal Officer when no longer needed. Under no circumstances will an employee throw away Government equipment.
- Coordinating all equipment moves with the appropriate Property Custodian and the Property Manager.
- Obtaining Division Chief (or higher) signature of approval on NASA Form 892 (Property Pass Request and Removal Permit) before equipment is moved off site.

Additional information on property related matters may be found on the Web at the responsible organizations Web site.<http://128.102.84.6/Directives/Catalogs/OrgJFCat.html>



It is the policy of Ames Research Center to provide equal opportunity for all employees and applicants for employment and to prohibit discrimination in employment because of race, color, national origins, sex (including sexual harassment) religion, age, disabling condition (mental or physical), or reprisal because of previous EEO participation. Ames objective is to accomplish its technical missions and provide world class services with a workforce that is competent, highly skilled and diverse in its makeup. This objective is to be accomplished in all activities, organizational segments, occupations, and salary levels within the Center.

The Ames Center Director exercises personal leadership in establishing, maintaining, and implementing programs to assure workforce diversity and the value of everyone's contribution.

The mission of the EOPO is to promote and advocate equal opportunities for underrepresented groups at Ames Research Center, and to increase access the Ames related, research and career for all Americans. We will accomplish this through recruitment, career advancement, complaint resolution, and advocacy of Center support to Minority Institutions. Our purpose is to develop and maintain a diverse workforce.

EOPO counselors are available to all NASA employees, management, and contingent workers for consultation or general information on EEO rights, the complaint process and guidance on other issues as they relate to promotion, hiring and recruitment.

The EOPO is responsible for implementing the NASA's Minority University Research and Education Programs (MUREP) at Ames. We maintain partnerships with minority colleges and universities in support of their effort to produce a future generation of engineers, scientists and other technological professionals from historically underrepresented groups of people of color and women.

The EOPO supports Ames Advisory Groups by providing meeting space within the EOPO office, managing financial resources in support of their EO related training and activities, attend their meetings to share information and provide members with opportunities to support Equal Opportunity programs and initiatives.

For further information on the Ames Equal Opportunity Programs Office please call extension 4-6507. EOPO web site: <http://eo.arc.nasa.gov/>

## **TRAINING**

Ames recognizes the value of organized training as a means of helping individuals become more valuable and effective as employees. It is the policy of the Center to encourage the development of its employees by providing on-the-job training, formal training courses, and educational opportunities that will stimulate growth in professional, administrative, technical, and clerical skills. An objective of the Center is to maintain and develop the highly skilled work force necessary for the accomplishment of the missions of the Center.

The Center offers a wide variety of training, including computer, technical, safety, group centered, and general training programs. In addition, training programs are regularly offered to address the unique needs



of scientists and engineers, supervisors and managers, administrative specialists, technicians, and secretarial and support staff.

Employees may choose to participate in Graduate Study (full or part-time), Continuing Education (undergraduate study), or in Short Course training (offered by an external company, but funded by Ames). Ames also offers a variety of on-site training opportunities designed to meet Ames specific needs. A library of audio and visual training tapes is located in the Main Library, Building 202, and is available to all Center employees.

Information on all of the programs mentioned above may be obtained by contacting the Personnel Manager assigned to your organization. Your manager is listed in the telephone directory under Human Resources. Training announcements are also published on the Web at <http://hr.arc.nasa.gov>

Approved graduate study courses may be taken on a part-time basis at the Center or universities in the local area, or may be taken on a full-time basis in residence at an approved university. A full range of degree programs is available with these institutions; also, courses may be taken on a non-degree basis. Tuition is paid by the Government for approved job-related courses and programs. With appropriate approval, employees may attend some graduate-level classes during duty hours. For those approved to do full-time graduate study in residence, tuition and full salary may be paid for a maximum of one year.

A full range of consulting services are available to assist managers with various organizational issues.

The Human Resources Division manages all training and organizational development activities. Your assigned Personnel Manager will be able to assist you with these matters. Also the telephone directory has listings under Human Resources for most of these activities.

## **AWARDS**

Ames employees are eligible for a wide variety of monetary and honorary awards. The major awards are briefly described here.

### **Monetary Awards:**

Monetary awards may be granted to individual civil service (part-time, full-time, temporary, and permanent) employees, or groups of civil service employees, who deserve special recognition for their contributions or performance. The Approving Official must be at a management level above the Recommending Official. Types of monetary awards include:

- Superior Accomplishments Award - One-time special acts, services, or achievements of a non-recurring nature by an employee or a group of employees.
- Performance Award - Award granted for excelling in one or more major duties during a performance period. It is a one-time cash award for which both General Schedule (GS) and Wage Grade (WG, WL, and WS) employees are eligible.
- Spotlight Award – Recognizes exceptional service and provides immediate recognition.
- Group Achievement Award - Group Achievement Award: Two or more employees involved in a significant accomplishment that is the result of teamwork, rather than the efforts of a single person, are recognized. All employees contributing to the accomplishment share the award, which may be paid in equal shares or to each employee in proportion to the contribution.

### **Time Off Awards:**



A Time-Off Award is an excused absence granted to an employee without a charge to leave or a loss of pay. Because the award is an excused absence, the scheduling and use of time is subject to approval by the employee's immediate supervisor.

A Time-Off Award is intended to recognize superior accomplishments or other personal efforts that contribute to the quality, efficiency, or economy of Government operations. Primarily, it is intended to be used to recognize an employee contribution that is of a one-time, nonrecurring nature.

For additional information contact the "Incentive Awards Program" manager listed under Human Resources in the telephone directory. Information on the awards program can also be found at Web site <http://hr.arc.nasa.gov>

### **Suggestion Awards:**

This system recognizes and rewards employees, either individually or collectively, for suggestions, which after evaluation, improve Center operations, or result in tangible cash savings to the Center. Ideas should be submitted on a Suggestion Form (ARC 103) to the address shown in the telephone directory in the "Center Operations Directorate" for the "Suggestion Program". If the suggestion involves an invention, it may also be patented through the Ames Patent Counsel.

### **Honorary Awards:**

NASA, the Federal Government, and professional organizations also sponsor honorary awards for which Ames employees are eligible. The employee's supervisor or other Ames officials normally make nominations for these awards. Information regarding these awards is available on the Web at <http://huminfo.arc.nasa.gov>

### **Career Service Awards:**

Pins are presented in recognition of five years of Federal Government service. Pins and certificates are presented for 10 years of combined Federal Service and every five years thereafter.

## **III. BENEFITS**

The Benefits Specialists are located in the Human Resources Division and listed in the telephone directory. The Benefits Specialist can provide information and assistance on insurance, health benefits, retirement, the Thrift Savings Plan, job injuries, and employee records.

### **Group Life Insurance:**

NASA employees, both permanent and term are eligible for two group life insurance plans: the Federal Employees' Group Life Insurance (FEGLI) and the NASA Employees' Benefit Association (NEBA) unless employment is temporary, intermittent, or otherwise specifically excluded from coverage. Employees may select either plan or both.

- Federal Employees' Group Life Insurance (FEGLI). The Government contributes a portion of the cost of the basic insurance and the balance is deducted from the employees' paycheck. The amount of



FEGLI coverage depends on the employees' salary and age. Basic Life Insurance coverage is effective on the first day you enter pay and duty status unless waived. This waiver can also be signed at a later date if an employee wishes to discontinue coverage. Any employee who has waived the opportunity for coverage may cancel the waiver and become insured if one year has elapsed since the date of the waiver and the employee furnishes satisfactory evidence of insurability (a satisfactory medical examination). Former Federal employees who have been separated from the Federal Government for at least 180 days after April 1981 may elect to be covered under FEGLI even though they may have signed a waiver the preceding year. Several optional insurance plans are also available; however, employees must elect Basic Life Insurance to be eligible for the options. Optional coverage's for new employees are not effective until the day an affirmative election is received in the personnel office and must be done within the first thirty-one days. The deductions for the options are based on age and salary and are at full cost to the employee. Coverage may be continued after retirement if the employee was covered for the last five years of service immediately before retirement.

- NASA Employees' Benefit Association (NEBA) Group Life Insurance. Employees may elect to purchase group life insurance, available to NASA employees only, in addition to, or instead of the FEGLI. NEBA is underwritten by the Anthem Health and Life Insurance Company and is administered by the NASA Employees' Benefit Association. Employees may select this plan by completing the enrollment card, which they receive at the time of employment. Automatic coverage for a maximum of three full pay periods is given at no cost to all newly hired, permanent NASA civil service employees. Employees who enroll more than 31 days after the end of this period must complete a health statement and be approved by Anthem Health in order to be accepted into the plan. Employees enrolled in the NEBA plan may also obtain coverage for their spouse at a nominal cost. Children over the age of 14 days and under the age of 19 are eligible for free coverage if their parent is insured by NEBA.

### **Travel Accident Insurance:**

Two travel-accident plans are available to NASA employees. Plan 1 covers personal and local business travel by car or NASA vehicles, or by land, sea, or common air carriers. Plan 2 covers everything in Plan 1, plus worldwide business travel, and coverage for any accidental death. Both plans provide optional coverage for spouses. Two additional plans are available for pilots and crew members of administrative, program support, and proficiency aircraft.

### **Health Benefits Program:**

The Federal Employees' Health Benefits Program helps protect employees and members of their immediate families against the medical costs of illness and accident. There are a variety of fee-for-service and Health Maintenance Organizations (HMO) plans available and the Federal Government will pay part of the cost of protection under the plan chosen. Coverage is available for employees and their dependents; dependent children are covered if under the age of 22 and unmarried. Plan brochures may be obtained by contacting a Benefits Specialist in the Human Resources Division.

### **Retirement:**



Retirement planning should begin early in an employee's career with a broad understanding of the retirement systems; i.e., coverage, how they are financed, and under what circumstances an employee can retire. The retirement system under which you are covered is shown in Item 30 on the Notification of Personnel Action (SF50).

The Federal Employees' Retirement System (FERS) is the newest Federal retirement system. It is part of a three-tiered retirement plan. The three components are: Social Security benefits, FERS, and the Thrift Savings Plan (TSP). Employees pay full Social Security taxes and a small contribution to FERS. In addition, employees are able to make tax-deferred contributions to the Thrift Savings Plan, a portion of which is matched by the Federal Government.

Social Security and the TSP are "portable." If you leave Federal employment, you take Social Security with you; the TSP can be rolled over into either an existing Individual Retirement Account (IRA) or used to start a new account.

The Civil Service Retirement System (CSRS) is the plan under which most employees hired before January 1, 1984 are covered. CSRS is a single benefit retirement plan. Employees covered by CSRS may also contribute to the Thrift Savings Plan; however, there is no Government matching as there is with FERS.

The Thrift Savings Plan is a "401 (k)" type plan that provides employees with an opportunity to save money on a tax-deferred basis in order to supplement benefits from the two Federal retirement plans (FERS & CSRS). Employees covered by both plans are eligible to participate in the Thrift Savings Plan, although provisions differ. If an employee is covered by FERS, the Government will make automatic contributions as well as matching contributions to the employees account. The highest possible agency contribution is 5% of employees' basic salary.

### **Workers' Compensation:**

The Federal Employee's Compensation Act (FECA) provides compensation, medical care, certain funeral expenses, and other benefits for Federal employees who are injured, become ill, or die as a consequence of their employment.

In order to be covered by compensation regulations, any injury should be immediately reported to the employee's supervisor and to either the Health Unit or the Benefits and Records Group. A Report of Traumatic Injury Form (CA-1) must be completed by both the employee and his/her supervisor within 24 hours of injury.

Adjudication of claims (approval or denial) is made by the Office of Workers' Compensation (OWCP).

For assistance and information, please contact the Benefits Specialist assigned to your organization. Benefit Specialist names and organizational assignments are listed in the telephone directory under the Human Resources Division.

### **Employee Express:**



A service exists for employees to make changes to both their own benefit and payroll records. Employee Express is a government wide automated system similar to telephone and ATM banking. It will allow current NASA employees to access information about their records and change certain information. At the present time employees can use this service to input the following actions:

- Change of Federal and State Tax Withholdings
- Direct Deposit
- Voluntary Allotments
- Change Home Address
- Thrift Savings Plan changes
- Health Benefit Plan changes

Employees should contact a Benefits Specialist or the person responsible for the program in the Human Resources Division to get more information before trying to use the Employee Express.

## **IV. SECURITY**

### **SECURITY RESPONSIBILITIES**

As a NASA employee, you have certain responsibilities to protect government information and property. These responsibilities can vary, depending on your job assignment. Protective Services administers the Center's Physical, Personnel and Industrial, Security Programs and develops and implements related security policies and procedures. Computer Security is administered by the Applied Information Technology Division and has responsibility for software and computer security. Your supervisor can assist you in identifying your area of responsibilities.

On the first day of duty an employee is issued an identification badge. It is required that employees wear this badge visibly at all times while on the Center or the Moffett Federal Airfield. An exception to this requirement is when wearing the badge presents a safety hazard, e.g., working around machinery. Badges are obtained at the Employee Badge Office located in Building 15. If you are required to have a key to your office or building it may be obtained at Building 76.

Employees should be advised of their security responsibility by their supervisor. The Protective Services Office can also provide guidance as necessary. Additional information on security matters may also be accessed on the Web at <http://128.102.84.6/Directives/Catalogs/OrgJPCat.html>

The Moffett Field Security Police operate a 24-hour Emergency Control Center in Building 241. The business phone number is listed in the telephone directory under "Moffett Field Security Police" the **EMERGENCY NUMBER is 911. USE THE EMERGENCY NUMBER ONLY WHEN REPORTING LIFE ENDANGERING SITUATIONS, FIRES, MEDICAL AND OTHER EMERGENCIES.**

For quick reference important Security related numbers are listed below. Check the Ames telephone directory to insure you are using the most recent number. These and other Security related numbers are listed under Code JP.

<b>Emergency Only</b>	<b>911</b>
Employee Badge Office	45590
Visitor Badge Office	41500
Moffett Field Security (dispatch)	45416

Employees are reminded:



- When operating a motor vehicle on Ames Research Center and the Moffett Federal Airfield, that they are subject to all legal requirements imposed by the state of California, as well as site specific traffic and parking regulations and rules. Requirements are outlined in the Moffett Field traffic Management Plan, Rules, Regulation and Vehicle Code (Ames Handbook 1600.5). This document can be accessed on the Web at the web site noted above.
- Everything located on the Center that is not clearly personal property is considered U.S. Government property and cannot be removed without written permission of the responsible organization's property custodian. This includes items such as scrap wood and used computer paper.
- Employees are responsible for securing personal and government property. Any loss of property should immediately be reported to your supervisor and to the Moffett Field Security Police at extension 45416.
- Official visitors at the Center may require special processing because of citizenship, security clearance requirements, or after hour's visits. The host Ames employee should notify the Visitor Badge Office as far in advance as possible for correct processing.

### **Document Security**

With NASA's and Ames mission of conducting research in advanced technology, employees are being asked to play an increasing role in the issues that effect national security. The Center's research has the potential for military application and for producing significant commercial and economic advantage for the country. This requires a continuing need for employees to fully understand and comply with the requirements set forth in Executive Order 12356, "National Security Information" and NASA's implementation of security directives. Executive Order 12356 may be accessed on the Web at <http://www.fas.org/irp/offdocs/direct.html> "Presidential Directives and Executive Orders". Additional information on this subject may be obtained by contacting the "Protective Services Office" at the telephone number listed in the Ames telephone directory.

## **COMPUTER SECURITY**

The Computer Security Act of 1987 gives security responsibility to **ALL** users of government computers. This responsibility applies to all types of automated information, whether classified or unclassified. In fact, most automated information in government computers is NOT classified or even highly sensitive. However, it is still valuable and its inadvertent loss or alteration is a serious threat to computer security.

Today, personal computers, engineering workstations, and mainframe computers are connected into highly flexible local and worldwide networks. While this flexibility makes it easier to get the job done, it also increases the vulnerability of stored information. There are many threats to confidentiality and integrity of data, including operator and system errors, carelessness, and malicious attacks on the data by hackers or other intruders. As we move into the world of highly networked systems, the risks to our systems and data increase dramatically. We need your help to overcome these threats.

Additional information on the subject of computer security can be obtained by contacting personnel responsible for "Computer Security".. The telephone number for Computer Security is shown in the listing of organizational units in the Ames telephone directory. Additional information may be located on the Web at <http://128.102.84.6/Directives/Catalogs/OrgIICat.html>



## **V. SERVICES AND FACILITIES**

### **NASA Ames Career Center:**

Ames provides career guidance to all employees throughout their stay at Ames. The “Ames Career Center” located in building 19 facilitates a life cycle development program. The program covers employees in three major facets of their work experience, “early career” (new employee), “mid-career”, and “late career” (transition). The program encompasses a New Employee Orientation, personal assessments, career and educational counseling, personal growth training, mentor training, and career goal guidance. Transition assistance for late career employees either retiring or moving to other opportunities is also provided.

### **Astrogram-Employee Newspaper:**

The employee newspaper, The Astrogram, is published biweekly. It is the newspaper's function to inform employees on the latest Agency, Center and Facility happenings. The Astrogram is written for the employees of Ames Research Center. The Astrogram also publishes, free of charge, classified ads covering housing, transportation, lost and found, etc. For further information, contact the Astrogram Editor. The Editor is listed in the telephone directory under the External Affairs Office.

### **Ames Child Care Center:**

The Ames Child Care Center provides on-site childcare to Ames employees. It is a private, nonprofit organization governed by a board of parents. The Center accepts children from age approximately six weeks to age five years. For more information, contact the Child Care Center Director at the telephone number listed in the Ames telephone directory.

### **Credit Union:**

Employees are eligible for membership in the Golden Bay Federal Credit Union, which offers a full range of financial services. There are two branch offices readily available to Ames Employees:

The Main Branch is located in Building 556 on Edquiba Road (next to McDonald's).

The NASA Branch is located in Building 204

Both branches are open Monday through Friday. Opening and closing times should be checked before visiting the facility.

### **Eating Establishments:**

#### **Ames Cafe:**

Located in Building 235. Open from 6:00 a.m. to 2:00 p.m. The cafeteria offers breakfast, salads, sandwiches, and hot meals. Catering is provided for on-site meetings and parties. Contact the manager at the number listed in the Ames telephone directory under “Listing of Organizational Units”

#### **Baskin-Robbins:**

Located in Building 554 on the Moffett Federal Airfield off Wescoat Road.



**Station Deli:**

Located next to Baskins-Robbins.

**McDonald's:**

Located between Buildings 525 and 556 on Edquiba on the Moffett Federal Airfield.

**Occupational Health Unit:**

The purpose of the Ames Occupational Health Unit is to provide initial emergency medical treatment for Federal employees, contractor personnel, or visitors who become ill or who are injured on the job. The secondary function is to provide general health maintenance medical evaluations for federal employees and job related examinations for select on-site contract employees (e.g., those whose duties involve working in hazardous duty areas). Other services offered are immunizations; referral to private physicians, when applicable; health guidance and counseling. The Health Unit is located in Building 215 and the telephone number is listed in the telephone directory under the "Occupational Safety, Health and Environmental Services Office.

**Fitness Center:**

The Health Improvement Facility provides a wide variety of exercise equipment, a Par Course, structured and non-structured exercise programs and fitness guidelines, free of charge to civil servants and contract employees. The facility, located in Building 221, has operating hours of 6:00 a.m. to 9:00 a.m., 11:00 a.m. to 2:00 p.m., and 4:00 p.m. to 7:00 p.m. A medical clearance is required from each individual wishing to use the facility. These can be obtained from the Health Unit by Federal employees or from a private physician for on-site contract employees.

**Lost and Found:**

To report lost or found items contact Moffett Field Security Dispatch at the number listed in the telephone directory (Lost and Found and Dispatch have the same number but are listed separately).

**Tickets/Travel:**

Travel may be arranged for at the Travel Reservations Office in building 203. Travel services include issuing airline tickets; making seat assignments; issuing boarding passes; and booking rental cars and limousines. They can also assist in handling hotel reservations, meals and meeting rooms.

The Office is also available to assist with any personal travel arrangements. They have available a variety of hotel, tour and cruise packages and can also assist with airline tickets and rail passes. It should be noted that official travel takes precedence over personal travel.

**NASA Visitor's Center, Tours and Gift Shop:**

The Visitor's Center features a selection of exhibits, displays and artifacts about Ames Research Center and its history. It is located behind the 40 x 80 x 120 Wind Tunnel in building 233. It is open to the public, Monday through Friday, from 8:00 a.m. to 4:30 p.m. It is closed on all Federally observed holidays. The Ames Exchange Gift shop operated by the Ames Exchange Council, a non-profit employee group, is located within the Visitor's Center.



Guided tours of Ames Research Center facilities are available to individuals and groups free of charge on a "reservation only" basis. Tours are conducted on weekdays. The tour begins with an orientation lecture and film. Briefing sites vary depending on the Center's research activities and facilities in use. Possible tour stops include the world's largest wind tunnel (40 x 80 x 120), centrifuge operations, and flight simulation facilities. Actual tour stops vary depending on daily research activities.

The tours run Monday through Friday excluding holidays. Children should have reached the fourth grade level in their schooling. This outdoor walking tour takes about 2 1/2 hours and covers about two miles. The tour will be canceled in the event of rain. Cameras are permitted.

Individuals and small groups should schedule at well in advance. Large groups (20 to 70 people) should schedule at least six months in advance. Group tours can be tailored to fit the age level and interests of the group.

When scheduling a tour, let the Tour Office know the number of people in the group, including all chaperons and drivers. If anyone in the group is not an U.S. citizen, please let the Tour Office know his/her name and citizenship when booking the tour.

For more information, contact the number listed for the Ames Visitor Center under the "External Affairs Office" in the Ames telephone directory

**Rideshare/Transit Information:**

Current ridesharing information, Santa Clara transit bus schedules and Cal-Trans train schedules are available to all interested employees. The Center also has a car-pool parking program along with a shuttle bus that has scheduled runs to the Cal-Trans terminal in Mountain View and the Lockheed bus stop. Please contact the Ames Commute Alternative Program in Building 19 or contact the program coordinator at the number listed in the telephone directory under the Facilities and Logistics Management Division Code JF. Monthly transit tickets are available at the Gift Shop in the Visitor's Center in building 223.

**United States Post Office:**

There is a full service branch of the U.S. Postal Service located on the Center in building 76 at the corner of McCord Avenue and North Akron Road.



